

**Providence College for Women (Autonomous) Coonoor
Administrative Staff Self Appraisal Proforma 2024-2025**

PART - A:

GENERAL INFORMATION

1. Name (in Block Letters) :
2. Designation :
3. Date of Birth :
4. Gender :
5. Date of Appointment :
6. Date of Promotion/Sel. Gr./Spl. Gr :

Promoted from	To	Selection Grade	Special Grade	Date

7. (a) Highest Degree Obtained :
- (b) Pursuing :
8. Work Experience
 SF :
- Aided :
9. Library Visit (No. Of times/week) :

10. Short term course / FDP/* :
 (Enclose copies of the courses attended)

Name of the Course	College / University	Duration	Date

Additional Courses/ Exams Completed

Name of the Course	Organising Body	Duration	Date of Completion

Date:

Signature of the Staff

PART B:

Library Visit (Number of times / week) :

Involvement in College/Students Activities

Academic Year	Activities	Position held
(a) Additional Responsibilities		
(b) Examination duties		
(c) Responsibilities during College activities		

(a) Additional responsibilities apart from regular work. (Student Related co-curricular, extension and field-based activities such as student clubs, field visits, other events, cultural, sports, AICUF, Outreach and other community services).

(b) Examination duties assigned by the college / University.

(c) Responsibilities and involvement in college activities like College Day, Sports Day, Graduation Day / etc.

(a) Organizing Seminars / Camps / Workshops :

Date	Title	State / National / International

(b) Seminars / Conferences / Workshops attended

Date	Title	State / National / International

(c) Awards Received :

(d) Membership in Professional bodies /Unions etc.

S.NO	Self Evaluation	1 Poor	2 Satisfactory	3 Good	4 Very Good
1.	Professional Commitment				
2.	Impressionable communication in the vernacular/ regional language/ English.				
3.	Following the rules and regulations of the College and the Office				
4.	Respecting deadline				
5.	Punctuality				
	Other activities/Club activities				
6.	Relationship within the department Staff				
7.	Relationship with students.				
8.	Relationship with the teaching staff				
9.	Ability to forgive and reconcile.				
10.	Ability to empathize				
11.	Helping tendency				
12.	Contribution in creating a pleasant effective & efficient working atmosphere				
13.	Inter personal relationship and team building				

PS - Last date to receive the filled in appraisal forms by the staff is 21/04/2025 and a hard copy of the same to be submitted to the Secretary

Signature of the Faculty

Signature of the Secretary